

SENIOR MEDICAL TECHNICAL ASSISTANT
Final Filing Date: June 22, 2006



PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION (excluding Prison Industry Authority)

WHO SHOULD APPLY COMPETITION LIMITED TO STATE EMPLOYEES
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
Department of Corrections and Rehabilitation Selection Services Section
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS June 22, 2006 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **August/September 2006**.

SALARY RANGE As of: April 24, 2006.

\$5,229 – \$6,350

MINIMUM QUALIFICATIONS Possession of a valid license from the State of California to practice as a Licensed Vocational Nurse or Registered Nurse;

and

Experience: Two years of experience in California state service performing the duties of a Medical Technical Assistant (Correctional Facility).

Special Personal Characteristics: Neat personal appearance; adaptability; free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer; emotional maturity and stability; tact; patience; sympathetic and objective understanding of the persons under restraint; leadership ability; willingness to work irregular hours; satisfactory record as a law-abiding citizen; normal or corrected to normal hearing; sound physical condition; strength, endurance, and agility; free from the use of illicit drugs; willingness to report for duty at any time due to emergency crisis.

Assignments during a shift may include sole responsibility for the supervision of inmates, youthful offenders, residents or patients and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

EXAMINATION PLAN (Continued)	<div>A. Knowledge of:<ol style="list-style-type: none">1. Bedside nursing procedures2. Medical terminology, first aid procedures, therapeutic measures3. Uses and effects of medicines and narcotics4. Principles, methods and equipment used in physical therapy, laboratory, radiology, and electrocardiography5. General administrative practices and procedures6. Principles and techniques of effective supervision7. The Department's Equal Employment Opportunity Program objectives, a supervisor's role in the Equal Employment Opportunity Program and the process available to meet equal employment opportunity objectives8. Administration of collective bargaining agreements and grievance handling9. Principles and practices of the Department of Mental Health, psychiatric/psychosocial therapeutic measures and psychiatric terminology</div> <div>B. Ability to:<ol style="list-style-type: none">1. Perform first aid procedures and therapeutic measures2. Act quickly in an emergency3. Supervise the work of others4. Control, direct and instruct inmates, youthful offenders, residents, or patients individually and in groups5. Analyze situations accurately and take effective action6. Keep records, prepare reports and provide statistical data7. Effectively represent the Department's position on collective bargaining agreements and effectively respond to employee grievances</div>
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ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list will be abolished 24 months after establishment unless the needs of the service and conditions of the list warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<p>A Senior Medical Technical Assistant plans, assigns, directs and supervises the work of a staff of Medical Technical Assistants (Correctional Facility) during an assigned shift in a correctional facility; administratively supervises other personnel assigned to the shift, performing the more difficult health care activities to include EEG, EKG, and X-ray; plans and conducts in-service training programs for Medical Technical Assistants (Correctional Facility); reviews clinical records and charts; consults with nursing or medical staff as a member of the interdisciplinary team regarding the care and treatment of inmates, youthful offenders, residents, or patients; inspects youthful offenders for neatness and cleanliness; reviews the inventories of medical supplies and equipment and requisitions supplies; supervises the feeding of patients; assists medical and dental officers in administrative duties; supervises the work of inmates, youthful offenders, or residents; supervises staff in the medical records office; prepares reports; hires or effectively recommends the selection of subordinate employees; evaluates their work and writes performance reports; and initiates or effectively recommends appropriate corrective action when necessary; maintains order and supervises the conduct of inmates, youthful offenders, residents, or patients; protects and maintains the safety of persons and property; inspects premises and searches inmates for contraband, and replaces and/or assists custodial staff during emergency situations, such as fights, attempted escapes, or major incidents, such as riots.</p> <p>Positions exist throughout the state within the California Department of Corrections and Rehabilitation.</p>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points and career credits are not granted in promotional examinations.
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SPECIAL REQUIREMENTS	<p>Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.</p> <p>Felony Disqualification: Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.</p> <p>In completing the Examination Application, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:</p> <div><div>(1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or</div><div>(2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or</div><div>(3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.</div></div> <p>However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).</p> <p>Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.</p>
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Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application.

Age Limitation -- minimum age for appointment: 21 years. (Applicants must state their birth date on the Examination Application.)

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for Department of Corrections and Rehabilitations' employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS